

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Subject: Request for Transfer Certificate

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a Transfer Certificate for my [son/daughter], [Child's Name], who is currently enrolled in [Grade/Class] at your esteemed institution. Due to [reason for transfer, e.g., relocation, change of school, etc.], we have decided to move [Child's Name] to another school. The last day of attendance here will be [Last Date of Attendance], and I would appreciate it if you could initiate the process for obtaining the Transfer Certificate at your earliest convenience.

Thank you for your understanding and support. Please let me know if there are any specific forms or procedures I need to complete.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Relationship to Child]